

The Rules for Supervisors and Managers

Description:

To acquaint supervisors and managers of Colorado State classified employees with the Rules and Procedures of the State Personnel System. This interactive, participatory workshop is intended to teach the structure of the State Rules and Procedures, how to locate pertinent rules or procedures and most importantly, how to apply the rules to day-to-day supervisory issues.

Outline:

- Appointing Authority - powers and limitations
- How Positions are Created, Classified and Filled
- Leave Benefits
- Performance Management responsibilities
- Grievances and Dispute Resolution
- Progressive Discipline
- Other rules and procedures-related issues

Designed For: Colorado state supervisors and managers who wish to gain a better understanding about what they can and can't do under the Rules and Procedures of the State Personnel System.

Facilitator:

Jim Hidahl

At the point of Jim's retirement from the University of Colorado Health Sciences Center, he was the Manager of Training and Employee Relations. In that capacity, he not only taught the rules and procedures to managers and supervisors he also worked with managers, supervisors, and legal advisors with regard to all forms of employee relations problems.

Cost:

\$150

Time(s):

8:30 – 4:30

Schedule:

Denver

November 17, 2003

January 22, 2004

February 25, 2004

Class Code: SR111703

Class Code: SR012204

Class Code: SR022504

Contact:

Carolyn Gable

Phone: (303) 866-2439

Email: carolyn.gable@state.co.us

Special Note: If you are interested in scheduling a special presentation of the "Rules" class for your agency, please contact Mark Leyba at (303) 866-2457 or Mark.Leyba@state.co.us.